

Workgroup Meeting Ground Rules



- LISTEN WITH RESPECT
- LOOK FOR THE LIGHT
- LEAVE BAGGAGE AT THE DOOR
- PARTICIPATE FULLY
- COUNT ALL VOICES EQUALLY
- START/END ON TIME
- STAY WITH AGENDA (unless changed by agreement)
- AVOID SIDE CONVERSATIONS
- TAKE NO CHEAP SHOTS
- TURN OFF CELL PHONES AND PAGERS
- ASSURE CONTINUITY by consistent presence and participation of all members
- DECIDE BY CONSENSUS